

Rental Guidelines*

- Reservations must be made no more than 4 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for Teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gymnasium at Green Road Community Center.

*A comprehensive list of Rules, Regulations, and Policies will be presented at the time of rental agreement processing.

Frequently Asked Questions

- **Are tables and chairs available?**
Yes. 6-foot rectangular tables and folding metal chairs are available for indoor rentals at Green Road and Brentwood Centers.
- **May I decorate the rental space?**
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations. No taping-up or hanging-up of items is permitted.
- **When may I begin setting up?**
Both set-up and break-down time must be included in your rental. Factor this in when determining the length of your rental.
- **Who is responsible for clean up?**
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.
- **How late may indoor spaces be rented?** 9pm is the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building by end of rental time period. Later rentals require supervisor approval.
- **Are Athletic Fields available for rent?** Yes. Please contact the Athletics Department at 831-6836 to inquire about availability and rental of Athletic fields city-wide.



Green Road Community Center

Monday-Friday: 10am-9pm

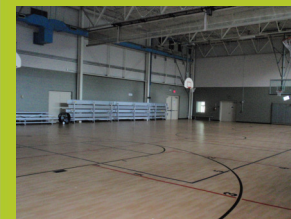
Saturday: 9am-3pm

Sunday: 1pm-6pm

Phone—(919) 872-4140 / fax—(919) 713-4188

Rental Information

Green Road Community Center 4201 Green Road, Raleigh, NC 27604



Contact Information

Phone: (919) 872-4140

Fax: (919) 713-4188

Website: parks.raleighnc.gov

Director: Dan Bagley

Dan.Bagley@raleighnc.gov

Assistant Director: Ryan Vinson

Ryan.Vinson@raleighnc.gov

General Information and Rental Fees*

*Rates listed below are hourly. All rentals must be rented for a minimum of 2 hours
A \$75 refundable damage deposit is required for Indoor Rentals



Green Road Community Center

4201 Green Road, Raleigh, NC 27604

Room #2



At 27'x30', Room #2 is the larger of our two meeting rooms. The room will hold up to 25 people with tables and chairs. Perfect for neighborhood or committee meetings.

Rental Fee: \$35.00* per hour

Room #5



This room is the smaller of our two meeting rooms. The main space is 24.5'x21'. Max capacity: 25 people. This room is perfect for meetings and gatherings. A white board is permanently mounted in the room.

Rental Fee: \$35.00* per hour

Gymnasium #1

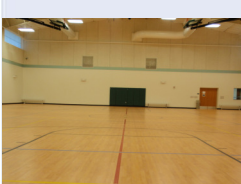


Gym #1 is not air conditioned. It offers both full-court or half-court usage as well as movable bleachers. Volleyball pads and net are available for use as well.

**Events with food and beverage are not permitted in the gymnasium.*

Rental Fee: \$60.00* per hour

Gymnasium #2



Gym #2 is air conditioned. It offers both full-court or half-court usage as well as movable bleachers.

Volleyball pads and net are available for use as well. **Events with food and beverage are not permitted in the gymnasium.*

Rental Fee: \$80.00* per hour

Green Road Community Center

4201 Green Road, Raleigh, NC 27604

Volleyball Courts



There are 6 sand volleyball courts that can be rented out as well. 2 courts are lighted while 4 are not.

Rental Fee: \$15.00* per hour

Playground



Available to the public for use at any time, our new playground features something for kids of all ages! There are swings, sand diggers, climbing wall, slides and much more!

Picnic Shelter

4201 Green Road, Raleigh, NC 27604

Green Road has a covered Picnic Shelter with 8 picnic tables. Restroom facilities and charcoal grills are on-site. There are electrical outlets, but power is **not** guaranteed.

Picnic Shelter



Shelter Rental Fee: \$9.00*/hr

Please call our Athletics Department to inquire about rental of Baseball fields: 831-6836

Facility Rental Inquiry Form

Today's Date: _____ Name (First and Last) _____

Phone#: _____ 2nd Phone#: _____ Email: _____

Preferred Room or Shelter: _____ Preferred Rental Date: _____

Time Requested: _____ Rental Type (ex: family reunion, b-day party, etc): _____

Maximum # of people in your group: _____ Approximate # of guests under 18: _____

Do you plan to serve food and/or beverage*? ☐ Yes ☐ No **Alcoholic beverages are not permitted.*

Do you plan to have your event catered? ☐ Yes ☐ No *If "yes", a Catering Permit is required.*

Number of tables needed (6' tables, Green Road & Brentwood only): _____ Number of chairs needed: _____

Questions: _____

A Facility Supervisor will contact you within 48 hours